

Internal/External Posting
STATE OF MONTANA JOB VACANCY

DEPARTMENT OF CORRECTIONS
An Equal Opportunity Employer

September 30, 2008

Job Title:	Network Systems Analyst	Position No.:	64112061
Division:	Health Planning & Information Services	Pay Band:	6
Location:	Deer Lodge	Supplement:	Yes
Status:	Permanent/Full-Time	Shift:	To be determined
Salary:	\$19.848 -- \$24.810		
Benefits: State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees' retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care.			

Application Deadline: Applications may be returned to any local Job Service Office or the Department of Corrections by email, fax or hard copy.

Human Resources, Room 311
P.O. Box 201301
1539 11th Ave.,
Helena, MT 59620-1301

fax to (406) 444- 4551

email to hrcen@mt.gov

No later than 5:00 p.m., October 14, 2008

Application materials are available on the web at www.discoveringmontana.com or <http://cor.mt.gov/CurrentVacancies/CurrentVacancies.asp> (scroll to bottom of page).

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact a Personnel Specialist at 444-4934.

Equal Employment Opportunity Employer: The Department of Corrections does not discriminate on the basis of disability or other legally prohibited basis. And will provide upon request reasonable accommodations to enable an applicant with a disability to apply and interview for a position. Minorities and women are encouraged to apply. The Department of Corrections is a smoke free agency.

Typical Duties:

Provide assistance to end-users in regard to operating system errors, application availability and problems. Need to analyze priorities based on a pre-established trauma structure.

- Provides intermediate level technical support relative to complex LAN and PC problems, coordinating with outside vendors and other agency personnel as required. Such support is often complicated by being performed remotely via telephone.
- Ground up configuration of Windows workstations and imaging of such workstations.
- Troubleshooting issues related to: file sharing, NTFS permissions, DFS, print services and Terminal Services.
- Provides technical support, troubleshooting, and minor training to department staff, which have widely varying computer skills, with LAN, WAN, PC hardware, and software problem(s). This support is often complicated by being performed remotely via telephone.

- Active Directory administration including resetting users' passwords, disabling/re-enabling accounts, creating users and groups.
- Support of various third party applications.

Design projects from the ground up visiting with each business unit and determining their requirements; research available software and hardware and make recommendations accordingly; work with business unit to implement the entire solution while documenting the entire process. Decide if there are existing technologies in place, and if not, research and recommend "out of the box solutions to accomplish the tasks per requirements.

- Will test, maintain, and monitor computer programs and systems, including coordinating the installation of computer programs and systems.
- Use object-oriented scripts for automating processes in regard to client/server processes.
- Design plans for workstation replacement which includes: image planning, distribution, interruption mitigation, logistic planning.

Under the general guidance and direction of the Department Network Operations Manager, manages LANs and WANs on a statewide basis.

- Simultaneously manages multiple and complex LAN/WAN projects, including computer and telecommunications hardware and software, network design and hardware installation.
- Installs, configures, and maintains PC workstations hardware and software. Installing state standard and specialty application software and networking hardware as new PC's are brought into the department. Providing ongoing support for these workstations, upgrading hardware and software as needed. Ensuring and certifying that the workstations are software and data free as they are surplus.
- Installing, configuring and providing for maintenance of network printers. This includes installing drivers on individual workstations and servers, and configuring workstations to connect to the printer.
- Installs, maintains, operates, and reviews the integrity of file server backups in accordance with current state policies and procedures using the software and hardware necessary to preserve the integrity of the network.

Other Duties as assigned

- Maintains a comprehensive awareness and on-going knowledge of developments, trends, advances, and networking technologies and standards through study and peer group activity. Attend seminars, product announcements, user conferences, and standards committees to further knowledge and gain insight into the current and future state of networking.
- Prepares presentations and reviews state-of-the-art technologies in the industry. Reports on conferences or other sources of outside information. Prepares technical briefs for presentation to technical groups or management.
- Represents the department on various network and technological issues on intra-agency committees and participates in intra-agency teams formed to address issues that has potential effects on our information systems.
- Represents the department at regular meetings of peers to discuss issues, maintain skills and awareness of current and upcoming issues and changes in the industry and the state's hardware and software infrastructure.

Special Notes:

The Deer Lodge position is at Montana State Prison. This is a secure custody facility.

Competencies:

Integrity

- Maintain confidences
- Provide credit to others as appropriate
- Demonstrate respect for others, even in difficult situations
- Be tactfully and helpfully honest
- Show consistency between words and actions

Flexibility And Achieving Change

- Work to clarify situations where information, instructions, or objectives are ambiguous

- Quickly recognize situations/conditions where change is needed
- Support organizational change
- Positively deal with changes that affect job requirements

Problem Solving And Analysis

- Separate causes from symptoms
- Develop and evaluate alternative courses of action
- Gather appropriate data and diagnose the cause of a problem before taking action
- Anticipate problems and develop contingency plans to deal with them

Resilience

- Remain calm and professional in potentially volatile or emotionally charged interactions
- View failures objectively and rebound quickly
- Interpret situations and information objectively when stressed

Gets Results

- Persist in the face of repeated challenges
- Demonstrate high personal work standards
- Accept responsibility for the outcomes of own work
- Do everything possible to meet goals and deadlines
- Demonstrate a sense of urgency about results

Attention to Detail

- Test Services/applications rigorously when needed
- Review data/documents for accuracy and consistency
- Take action to prevent mistakes

Education and Experience: This position requires an Associates degree in Computer Science and at least one year of job-related experience.

THE AGENCY MAY CONSIDER A TRAINING ASSIGNMENT

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, supplemental questions and an extensive background check. Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 6/91 or 12/93). **Portions of the application may be photocopied if legible (see page 1 for instructions).**
2. Applicants claiming the **Veteran's or Handicapped Person's Employment Preferences** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.
3. Authorization to Release Information. This Authorization is required for all positions within the Department of Corrections. ****HIRING AUTHORITY DOES NOT RECEIVE DUE TO REQUEST FOR DATE OF BIRTH****

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Immigration Reform and Control Act: In accordance with the Immigration Reform and Control Act, the

person selected must produce, within three days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Services Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

**DEPARTMENT OF CORRECTIONS
AUTHORIZATION TO RELEASE INFORMATION**

Applicant's Name:	
Other names Used: (i.e.: maiden name, previous married names)	
Social Security Number:	
Date of Birth:	
List of states where you have resided:	

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my qualifications for the position for which I have applied as is evident through my past work record. I hereby expressly authorize the Department of Corrections to contact my present or past employers, co-workers, personal references or any other possible work references. I further expressly authorize those aforementioned past employers and/or references to respond to such work related inquiries and to provide any and all information that they may have concerning me, including information of a confidential or privileged nature. I further release those past employment sources from any liability, which may relate to the information provided to the Department in good faith.

I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for purposes related to the hiring decision for the position that I have applied only.

Have you ever been convicted of Domestic Abuse, either Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

_____ No _____ Yes Date: _____ : _____ Jurisdiction _____

This authorization shall be valid and effective for one year from the date signed.

Applicant's Signature: _____ **Date:** _____